



## **JOB DESCRIPTION**

Title: **HEAD LIFEGUARD P/T**  
Department: City-Wide  
Class Code: 9486  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2002 (Rev 07/2005)  
Grade Number: P-6

### **GENERAL PURPOSE**

Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions. Assists in hiring, training, scheduling and appraising lifeguards. Ensures that life saving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.

### **EXAMPLE OF DUTIES**

- \*-- Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary.
- \*-- Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary.
- \*-- Orients new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications.
- \*-- Schedules, coordinates and conducts inservice training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques.
- \*-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours.
- \*-- Ensures that lifeguards perform in accordance with established safety regulations and policies.
- \*-- Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs.

- \*-- Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager.
- \*-- Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems.
- \*-- Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent.
- Two (2) years paid lifeguard experience or previous lifeguard supervisory experience.

### Special Requirements

- Must possess American Red Cross Lifeguard Training Certification.
- Must possess American Red Cross Training certification in Community First Aid and CPR for the Professional Rescuer.
- Must possess American Red Cross Water Safety Instructor certification.
- Ability to pass a Center prepared water test.
- Must be willing to work mornings, mid-day, evenings, weekends, and holidays.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of lifesaving techniques including backboard rescue.
- Strong swimming and life saving abilities.
- Ability to communicate effectively with patrons, supervisors, and other employees.
- Ability to remain alert, attentive, and responsible.

- Ability to be a team player.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.
- The employee may be exposed to stressful situations as a result of human behavior.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.